

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Our Mission
"Honoring California's Veterans"



Classification: Nurse Instructor (Salary \$6914- \$8404)

Tenure/Time Base: Permanent, Full Time

Location: Veterans Home of California – West Los Angeles
800 Bringham Ave., West Los Angeles, CA 90049
Temporary (Approx. 1yr.) Offices Currently At:
6150 Van Nuys Blvd., Van Nuys, CA 91401

Who Should Apply: Current State employees in this classification or those who are eligible on a certification list, transfers, or reinstatement may apply for this vacancy. SROA/SURPLUS PROVISIONS APPLY. **If you are not a current State employee** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at www.cdva.ca.gov, or to view examinations offered by all State departments, please visit the State Personnel Board's website at <http://www.spb.ca.gov>. HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS STATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

Duties and Responsibilities:

Under general direction of the Supervising Nurse II;

- Plans and delivers all staff In-service addressing mandatory topics and other requested or required facility staff training using consultants where appropriate. Schedules and delivers at least 24 hours of In-service training for all nursing staff annually through classes which are made available at times accessible to all shifts. Evaluates In-service training to develop programs that enhance facility employee's skills.
- Writes/updates Staff Development Policies on facility Staff Development programs. Prepares applications for approval by DHS for DSDs, Orientation, In-Service, Continuing Education and Certification Training (as applicable). Prepares DHS renewal applications for all orientation and in-service training programs. Provides program change information to DHS, when appropriate, within 30 days of the change. Prepares/obtains and files lesson plans for all programs taught for facility employees.
- Schedules and coordinates Orientation program for all new facility staff. Ensures all nursing assistants complete 16 hours of required orientation training during the first 40 hours of employment. Completes an Orientation Skills Return Demonstration Checklist on all nursing staff showing they are competent to perform all direct resident care tasks they will be assigned.
- Retains and files an Orientation Checklist, including a Skills Competency (Return Demonstration) Log, signed-off by a licensed nurse for all nursing staff who complete orientation in the facility. Maintains copies of all requested and DHS approved program applications, changes and final approvals and the DSD's resume.
- Participates in nursing staff hiring process as interviewer or screener of resumes. Provides resources for staff In-services in skills development. Participates as a member of Committees as directed and needed. Develops training interventions to resolve problems. Participates in Care Plan Conferences to monitor for training as needed.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Inquiries:

Department of Veterans Affairs
Human Resources Division
1227 "O" Street, Room 404
Sacramento, CA 95814
Attn: Jacquie Ruiz, M80#130 08/09

Voice: (916) 653-2535
TDD: (916) 653-1966

Note: In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process. Please place Attn: J. Ruiz and M80#130G-08/09 on your application.

Final Filing Date: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

RELEASED: 3.24.09

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